



EDWINA BADD00

PERSONAL SUMMARY

AN ENTHUSIASTIC SALES AND BUSINESS DEVELOPMENT EXECUTIVE WITH 3 YEARS OF EXPERIENCE IN THE HOSPITALITY INDUSTRY, GAINING VALUABLE SKILLS IN RELATIONSHIP BUILDING, STRATEGIC PLANNING, MARKETING, AND PROJECT MANAGEMENT. STRONG TRACK RECORD OF QUICKLY LEARNING AND ADAPTING TO NEW AND COMPLEX SITUATIONS. EAGER TO LEVERAGE A DIVERSE RANGE OF TALENTS IN AN ENGAGING PROFESSIONAL SETTING. COMMITTED TO LIFELONG LEARNING, PERSONAL DEVELOPMENT, AND CREATING, DEVELOPING, AND MAINTAINING POSITIVE CUSTOMER SERVICE AND EXPERIENCES TO INCREASE SALES THROUGH CREATIVE COMMUNICATION. FLEXIBLE, HAVE GOOD ORGANIZATIONAL SKILLS AS WELL AS GREAT INTERPERSONAL SKILLS..

PROFESSIONAL SKILLS

- CREATIVE PROBLEM SOLVING
- FLEXIBILITY IN SITUATIONS
- GUEST SERVICE-ORIENTED
- TECHNOLOGICAL SAVVY (MS OFFICE, EZEE HOTEL SOFTWARE E.T.C)
- SELF-MOTIVATED AND DRIVEN BY TARGETS
- POSITIVE MINDSET

CONTACT INFORMATION:

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EDUCATIONAL HISTORY

CESAR RITZ COLLEGES AND DERBY UNIVERSITY

MA IN INTERNATIONAL BUSINESS IN HOTEL & TOURISM MANAGEMENT

JULY 2017 - APRIL 2019

ENGLISH GRUSS-STRASSE 43, CH-3902 BRIG, SWITZERLAND

EUROPEAN SCHOOL OF ECONOMICS

PROFESSIONAL CERTIFICATE HOSPITALITY MANAGEMENT

APRIL 2016 - OCTOBER 2016

4 MANDEVILLE PL, MARYLEBONE, LONDON W1U 2BG, UK

ASHESI UNIVERSITY

BSC MANAGEMENT INFORMATION SYSTEMS

AUGUST 2013 - JUNE 2016

BEREKUSO, GREATER ACCRA, GHANA



CAREER HISTORY

PEDUEASE VALLEY RESORT

JNR. BUSINESS DEVELOPMENT MANAGER

NOVEMBER 2020 - SEPTEMBER 2021

- PREPARED SALES-RELATED DOCUMENTS AND PRESENTATIONS WHICH INCLUDED REPORTS PROPOSALS, CONTRACTS, BANQUET EVENT ORDERS, COMPETITOR ANALYSIS AND INTERNATIONAL AND LOCAL MARKET TRENDS.
- EFFECTIVELY DEVELOPED CONTENT TO PROMOTE AND INCREASE AWARENESS OF THE P.V.R BRAND IMAGE BOTH INTERNALLY AND EXTERNALLY. GATHERED MATERIALS AND ASSEMBLED INFORMATION PACKAGES SUCH AS BROCHURES, POSTERS AND OTHER PROMOTIONAL MATERIALS.
- SUCCESSFULLY PLANNED AND EXECUTED 12 IN-HOUSE PROGRAMMED EVENTS WHICH INCLUDED EVENTS FOR CHRISTMAS AND NEW YEAR ACTIVITIES. VALENTINE'S DAY EVENT, EASTER ACTIVITIES ETC.
- PROFITABLY DEVELOPED, PRICED AND SUCCESSFULLY IMPLEMENTED 6 PRODUCTS AND PACKAGES SUCH BIRTHDAY AND ANNIVERSARY PACKAGES WHICH CAN BE SOLD TO GUEST AS A CHANNEL TO GAIN REVENUE.
- SUCCESSFULLY ESTABLISHED, RETAINED AND EXPANDED PARTNERSHIPS WITH KEY MEDIA INSTITUTIONS AND VENDORS IN GHANA AND NEGOTIATED 5 COMPLEX CONTRACTS WITH NEW CLIENTS AND CLOSED 3 SHORT-TERM AGREEMENTS TO INCREASE SALES

CULLASAJA PRIVATE CLUB

FRONT OF HOUSE INTERN

APRIL 2018 - NOVEMBER 2018

- EXCEEDED EXPECTATIONS IN EXCELLENT WAIT SERVICE TO ENSURE SATISFACTION.
- PROVIDED EXEMPLARY SERVICE WHICH INCREASED THE CLUB USAGE.
- REWARDED FOR DEMONSTRATING IMPECCABLE MULTITASKING SKILLS IN THE BUSIEST PERIODS OF THE RESTAURANT.
- RESOLVED INTERNAL CONFLICTS BETWEEN WAITERS, THEREBY SETTING AN EXAMPLE FOR EMPLOYEE RELATIONS.
- SET-UP AND MANAGEMENT OF BRUNCH SERVICES AND EVENTS COORDINATION

RELAIS & CHATEAUX IL BOTTACCIO LUXURY HOTEL

CROSS DEPARTMENTAL INTERN

AUGUST 2016 - OCTOBER 2016

- SIMPLE KITCHEN TASKS: PEELING, STORING, CLEANING, PREPARING MEALS
- LEARNING AND PRESENTING ARTS OF DISH PRESENTATION.
- MANAGING AND CONTROLLING HOUSEKEEPING AND KITCHEN INVENTORY.
- SUPERVISING AND ASSISTING IN HOUSEKEEPING DUTIES
- SUPERVISING AND HELPING WITH FRONT OFFICE DUTIES SUCH AS WELCOMING AND ASSISTING GUESTS IN CHECK-IN AND CHECK-OUT.
- POLISHING AND SETTING UP RESTAURANT AND EVENT SPACES



LANGUAGE SKILLS

- ENGLISH (MOTHER TONGUE)
- FRENCH (BASIC)